

**VEHICLE MAINTENANCE  
Combat Readiness Training Center (CRTC)**

**1. Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1 for varying levels of workload volume in the Vehicle Maintenance function.

**2. Authority.** AF Instructions 24-301 and 302, formerly Air Force Regulations 77-310, volumes 1 and 2, and Air National Guard Manual 77-310, volume 2, contain policy and procedural guidance for the CRTC Vehicle Maintenance function. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.

**3. Applicability.** This ANGMS applies only to the CRTCs located at Phelps Collins Air National Guard Base (ANGB), Alpena, MI; Gulfport-Biloxi Regional Airport, Gulfport, MS; Savannah International Airport, Garden City, GA; and Volk Field ANGB, Camp Douglas, WI.

**4. Standard Data:**

a. Classification. Type III.

b. Approval Date. 11 March 1993.

c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).

d. Standard Man-Hour Equation.  $Y = 40.05 + 2.063X_1 + 25.03X_2 + 1.452X_3 + 6.571X_4 + .5033X_5 + .2914X_6$ .

e. Workload Factors (WLFs):

(1) Title:

(a)  $X_1$ : A Vehicle Equivalent Authorized.

(b)  $X_2$ : A Visiting Unit.

(c)  $X_3$ : A Work Order Completed.

(d)  $X_4$ : An Operator Training Class Held.

(e)  $X_5$ : A Vehicle Authorized.

(f)  $X_6$ : A Registered Vehicle Authorized.

(2) Definition:

(a)  $X_1$ : The number of vehicle equivalents authorized to the CRTC which the Vehicle Maintenance work center, FAC 4241, is responsible for maintaining.

(b)  $X_2$ : The average number of visiting/deployed units supported by the CRTC Vehicle Maintenance work center for training and/or mission exercises per month.

(c)  $X_3$ : The average number of maintenance work orders completed per month.

(d)  $X_4$ : The average number of times a vehicle operator training class is held per month. For clarification, a class that consists of one attendee is counted as one class.

(e)  $X_5$ : The number of registered vehicles and nonregistered equipment authorized to the CRTC which the Vehicle Maintenance work center, FAC 4241TC, is responsible for maintaining.

(f)  $X_6$ : The number of registered vehicles authorized to the CRTC which the Vehicle Maintenance work center, FAC 4241TC, is responsible for maintaining. (Do not include nonregistered equipment.)

(3) Sources:

(a)  $X_1$ . PCN SB004-023 Report, Vehicle Master List (A). Obtain the count from entry on last page titled "TOTAL FLEET, VEH EQUIV."

(b) X<sub>2</sub>. The CRTC Yearly Training Schedule maintained by the Base Operations and Training section, FAC 4700TC.

(c) X<sub>3</sub>. PCN SB004-115 Report, Indicator 06, Number of Work Orders Opened. Locate the row labeled "Year 1" and compute the 12-month average for the year.

(d) X<sub>4</sub>. Locally maintained schedule of classes held and/or AF Form 171, Request for Driver's Training and Addition to U.S. Government Driver's License. Count the number of classes realizing that a single attendee can constitute a class.

(e) X<sub>5</sub>. PCN SB004-023 Report, Vehicle Master List (A). Obtain the count from entry on last page titled "TOTAL FLEET, VEH TOT."

(f) X<sub>6</sub>. PCN SB004-023 Report, Vehicle Master List (A). Obtain the count from entry on last page titled "REGIS FLEET, VEH TOT."

**5. Application Instructions:**

a. Calculate the correct value for each workload factor identified in paragraph 4e above. Substitute these values for the appropriate value of X in the manpower equation in paragraph 4d above.

b. Divide total man-hours (Y) by the current military Man-hour Availability Factor to calculate the total manpower requirement, then refer to the current Fractional Manpower Table to determine the number of required authorizations.

c. Refer to Attachment 2, AF Form 1113, Standard Manpower Table, find the column that identifies the number of total manpower requirements, then read up and across the column to determine total manpower by Air Force Specialty Codes.

d. The valid man-hour range of 804.38 to 1739.16 will not be exceeded.

**6. Statement of Conditions.** Normal hours of operation for this work center are eight hour days, five days a week. There are no other standards of living constraints which affect the daily operation of this work center.

**DONALD W. SHEPPERD**  
Major General, USAF  
Director, Air National Guard

**OFFICIAL**

**DEBORAH GILMORE**  
Acting Chief  
Administrative Services

**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

## **WORK CENTER DESCRIPTION**

### **VEHICLE MAINTENANCE Combat Readiness Training Center (CRTC)**

#### **DIRECT:**

#### **1. MAINTENANCE:**

##### **1.1. PERFORMS GENERAL PURPOSE VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:**

##### **1.1.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:**

**1.1.1.1. REVIEWS VEHICLE AND/OR EQUIPMENT WORK ORDER.** Obtains vehicle and/or equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

**1.1.1.2. CONFIRMS DISCREPANCY.** Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment, confirms discrepancy on vehicle and/or equipment work order, and enters additional maintenance requirement found on work order.

**1.1.2. ASSIGNS WORK.** Assigns mechanic to perform service or repair based on skill and experience required.

##### **1.1.3. RESEARCHES TECHNICAL PUBLICATION:**

**1.1.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION.** Researches technical order (TO) index to determine correct TO required to perform service or repair, obtains correct TO or applicable manual from file, and receipts for publication by annotating appropriate sign-out record.

**1.1.3.2. IDENTIFIES TOOL, EQUIPMENT, MATERIAL, AND/OR PART.** Identifies, by use of technical publication, tool, equipment, material, and/or part required to accomplish repair.

##### **1.1.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:**

**1.1.4.1. OBTAINS TOOL.** Obtains tool required to accomplish repair from tool crib, individual tool kit (ITK), or shadow board and receipts for tool by temporary issue receipt or chit.

**1.1.4.2. OBTAINS EQUIPMENT.** Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

**1.1.4.3. OBTAINS MATERIAL FROM MATERIEL CONTROL.** Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

##### **1.1.5. PERFORMS REPAIR:**

**1.1.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT.** Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of sixty dollars or less.

**1.1.5.2. PERFORMS MAJOR MAINTENANCE.** Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.

**1.1.5.2.1. REPAIRS ENGINE ASSEMBLY (SYSTEM CODE 01).**

**1.1.5.2.2. REPAIRS IGNITION SYSTEM (SYSTEM CODE 02).**

**1.1.5.2.3. REPAIRS EMISSION SYSTEM (SYSTEM CODE 03).**

**1.1.5.2.4. REPAIRS COOLANT SYSTEM (SYSTEM CODE 04).**

**1.1.5.2.5. REPAIRS FUEL SYSTEM (SYSTEM CODE 05).**

**1.1.5.2.6. REPAIRS CHARGING SYSTEM (SYSTEM CODE 06).**

**1.1.5.2.7. REPAIRS EXHAUST SYSTEM (SYSTEM CODE 07).**

**1.1.5.2.8. REPAIRS ELECTRICAL SYSTEM (SYSTEM CODES 08-10).**

**1.1.5.2.9. REPAIRS TRANSMISSION SYSTEM (SYSTEM CODES 11-14).**

**1.1.5.2.10. REPAIRS DRIVE LINE (SYSTEM CODE 15).**

**1.1.5.2.11. REPAIRS SUSPENSION (SYSTEM CODES 16-17).**

**1.1.5.2.12. REPAIRS WHEEL/TRACK SYSTEM (SYSTEM CODE 18).**

**1.1.5.2.13. REPAIRS STEERING SYSTEM (SYSTEM CODE 19).**

**1.1.5.2.14. REPAIRS BRAKE SYSTEM (SYSTEM CODE 20).**

**1.1.5.2.15. REPAIRS WARNING DEVICE (SYSTEM CODE 21).**

**1.1.5.2.16. REPAIRS AIR SYSTEM (SYSTEM CODE 22).**

**1.1.5.2.17. REPAIRS HYDRAULIC SYSTEM (SYSTEM CODE 23).**

**1.1.5.2.18. REPAIRS AIR CONDITIONER/HEATER/DEFROSTER SYSTEM (SYSTEM CODES 24-25).**

**1.1.5.2.19. REPAIRS WIPER/WASHER SYSTEM (SYSTEM CODE 26).**

**1.1.5.2.20. REPAIRS METER SYSTEM (SYSTEM CODE 27).**

**1.1.5.2.21. REPAIRS BODY SYSTEM (SYSTEM CODES 28-29).**

**1.1.5.2.22. REPAIRS TOWING DEVICE (SYSTEM CODE 31).**

**1.1.5.2.23. PERFORMS TUNE-UP (SYSTEM CODE 33).**

**1.1.5.2.24. PERFORMS OTHER MAINTENANCE (SYSTEM CODE 43).**



**1.1.6. PERFORMS INSPECTION.** Performs inspection in accordance with (IAW) appropriate regulation and technical order.

**1.1.6.1. PERFORMS ANNUAL INSPECTION.**

**1.1.6.2. PERFORMS SCHEDULED INSPECTION/LUBE, OIL, AND FILTER (LOF) CHANGE.**

**1.1.7. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION.** Performs acceptance inspection for contract maintenance or warranty work.

**1.1.8. PERFORMS EMERGENCY ROAD SERVICE.** Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

**1.1.9. CLEANS MAINTENANCE AREA.** Cleans maintenance area during and after job.

**1.1.10. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL AND/OR PART:**

**1.1.10.1. RETURNS TOOL.** When repair is completed, cleans and returns tool to tool crib, ITK, or shadow board and picks up temporary issue receipt or chit.

**1.1.10.2. RETURNS EQUIPMENT.** Cleans and returns special equipment and picks up temporary issue receipt or chit.

**1.1.10.3. RETURNS UNUSED MATERIAL AND/OR PART.** Returns unused or creditable material and/or part.

**1.1.11. DOCUMENTS COMPLETED WORK.** Documents vehicle and equipment work order to reflect all maintenance accomplished and researches part needed for delayed work order.

**1.1.12. ANNOTATES MINOR MAINTENANCE WORK ORDER.** Makes appropriate entry on Minor Maintenance work order.

**1.1.13. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT.** Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

**1.1.13.1. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT ON BASE.**

**1.1.13.2. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT OFF BASE.**

**1.1.14. RECOVERS/COLLECTS HAZARDOUS WASTE.** Recovers/collects hazardous waste and records daily capacity until maximum capacity is reached for each type of waste IAW Environmental Protection Agency (EPA) standard.

**1.2. PERFORMS TRANSIENT GENERAL PURPOSE VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR**

**1.2.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:**

**1.2.1.1. REVIEWS VEHICLE AND/OR EQUIPMENT WORK ORDER.** Obtains vehicle and/or equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

**1.2.1.2. CONFIRMS DISCREPANCY.** Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment, confirms discrepancy on vehicle and/or equipment work order, and enters additional maintenance requirement found on work order.

**1.2.2. ASSIGNS WORK.** Assigns mechanic to perform service or repair based on skill and experience required.

**1.2.3. RESEARCHES TECHNICAL PUBLICATION:**

**1.2.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION.** Researches TO index to determine correct TO required to perform service or repair, obtains correct TO or applicable manual from file, and receipts for publication by annotating appropriate sign-out record.

**1.2.3.2. IDENTIFIES TOOL, EQUIPMENT, MATERIAL, AND/OR PART.** Identifies by use of technical publication, tool, equipment, material, and/or part required to accomplish repair.

**1.2.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:**

**1.2.4.1. OBTAINS TOOL.** Obtains tool required to accomplish repair from tool crib, ITK, or shadow board and receipts for tool by temporary issue receipt or chit.

**1.2.4.2. OBTAINS EQUIPMENT.** Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

**1.2.4.3. OBTAINS MATERIAL FROM MATERIEL CONTROL.** Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

**1.2.5. PERFORMS REPAIR:**

**1.2.5.1. PERFORMS MAJOR MAINTENANCE.** Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.

**1.2.5.1.1. REPAIRS ENGINE ASSEMBLY (SYSTEM CODE 01).**

**1.2.5.1.2. REPAIRS IGNITION SYSTEM (SYSTEM CODE 02).**

**1.2.5.1.3. REPAIRS EMISSION SYSTEM (SYSTEM CODE 03).**

**1.2.5.1.4. REPAIRS COOLANT SYSTEM (SYSTEM CODE 04).**

**1.2.5.1.5. REPAIRS FUEL SYSTEM (SYSTEM CODE 05).**

**1.2.5.1.6. REPAIRS CHARGING SYSTEM (SYSTEM CODE 06).**

**1.2.5.1.7. REPAIRS EXHAUST SYSTEM (SYSTEM CODE 07).**

**1.2.5.1.8. REPAIRS ELECTRICAL SYSTEM (SYSTEM CODES 08-10).**

**1.2.5.1.9. REPAIRS TRANSMISSION SYSTEM (SYSTEM CODES 11-14).**

**1.2.5.1.10. REPAIRS DRIVE LINE (SYSTEM CODE 15).**

**1.2.5.1.11. REPAIRS SUSPENSION SYSTEM (SYSTEM CODES 16-17).**

**1.2.5.1.12. REPAIRS WHEEL/TRACK SYSTEM (SYSTEM CODE 18).**

**1.2.5.1.13. REPAIRS STEERING SYSTEM (SYSTEM CODE 19).**

**1.2.5.1.14. REPAIRS BRAKE SYSTEM (SYSTEM CODE 20).**

**1.2.5.1.15. REPAIRS WARNING DEVICE (SYSTEM CODE 21).**

**1.2.5.1.16. REPAIRS AIR SYSTEM (SYSTEM CODE 22).**

**1.2.5.1.17. REPAIRS HYDRAULIC SYSTEM (SYSTEM CODE 23).**

**1.2.5.1.18. REPAIRS AIR CONDITIONER/HEATER/DEFROSTER SYSTEM (SYSTEM CODES 24-25).**

**1.2.5.1.19. REPAIRS WIPER/WASHER SYSTEM (SYSTEM CODE 26).**

**1.2.5.1.20. REPAIRS METER SYSTEM (SYSTEM CODE 27).**

**1.2.5.1.21. REPAIRS BODY SYSTEM (SYSTEM CODES 28-29).**

**1.2.5.2.22. PERFORMS TUNE-UP (SYSTEM CODE 32).**

**1.2.5.2.23. PERFORMS OTHER MAINTENANCE (SYSTEM CODE 43).**

**1.2.6. PERFORMS EMERGENCY ROAD SERVICE.** Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

**1.2.7. CLEANS MAINTENANCE AREA.** Cleans maintenance area during and after job.

**1.2.8. RETURNS TOOL, EQUIPMENT, AND UNUSED MATERIAL, AND/OR PART:**

**1.2.8.1. RETURNS TOOL.** When repair is completed, cleans and returns tool to tool crib, ITK, or shadow board and picks up temporary issue receipt or chit.

**1.2.8.2. RETURNS EQUIPMENT.** Cleans and returns special equipment and picks up temporary issue receipt or chit.

**1.2.8.3. RETURNS UNUSED MATERIAL AND/OR PART.** Returns unused or creditable material and/or part.

**1.2.9. DOCUMENTS COMPLETED WORK.** Documents vehicle and equipment work order to reflect all maintenance accomplished and researches part needed for delayed work order.

**1.2.10. ANNOTATES MINOR MAINTENANCE WORK ORDER.** Makes appropriate entry on minor maintenance work order.

**1.2.11. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT.** Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

**1.2.12. RECOVERS/COLLECTS HAZARDOUS WASTE.** Recovers/collects hazardous waste and records daily capacity until maximum capacity is reached for each type of waste IAW EPA standard.

**1.3. PERFORMS SPECIAL PURPOSE, BASE MAINTENANCE AND CONSTRUCTION, AND MATERIAL HANDLING VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:**

**1.3.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:**

**1.3.1.1. REVIEWS VEHICLE AND/OR EQUIPMENT WORK ORDER.** Obtains vehicle and/or equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

**1.3.1.2. CONFIRMS DISCREPANCY.** Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment, confirms discrepancy on vehicle and/or equipment work order, and enters additional maintenance requirement found on work order.

**1.3.2. ASSIGNS WORK.** Assigns mechanic to perform service or repair based on skill and experience required.

**1.3.3. RESEARCHES TECHNICAL PUBLICATION:**

**1.3.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION.** Researches TO index to determine correct TO required to perform service or repair, obtains correct TO or applicable manual from file, and receipts for publication by annotating appropriate sign out record.

**1.3.3.2. IDENTIFIES TOOL, EQUIPMENT, MATERIAL, AND/OR PART.** Identifies, by use of technical publication, tool, equipment, material, and/or part required to accomplish repair.

**1.3.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:**

**1.3.4.1. OBTAINS TOOL.** Obtains tool required to accomplish repair from tool crib, ITK, or shadow board and receipts for tool by temporary issue receipt or chit.

**1.3.4.2. OBTAINS EQUIPMENT.** Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

**1.3.4.3. OBTAINS MATERIAL FROM MATERIEL CONTROL.** Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

**1.3.5. PERFORMS REPAIR:**

**1.3.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT.** Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of sixty dollars or less.

**1.3.5.2. PERFORMS MAJOR MAINTENANCE.** Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls or replaces, and tests major system and/or subsystem.

- 1.3.5.2.1. REPAIRS ENGINE ASSEMBLY (SYSTEM CODE 01).
- 1.3.5.2.2. REPAIRS IGNITION SYSTEM (SYSTEM CODE 02).
- 1.3.5.2.3. REPAIRS EMISSION SYSTEM (SYSTEM CODE 03).
- 1.3.5.2.4. REPAIRS COOLANT SYSTEM (SYSTEM CODE 04).
- 1.3.5.2.5. REPAIRS FUEL SYSTEM (SYSTEM CODE 05).
- 1.3.5.2.6. REPAIRS CHARGING SYSTEM (SYSTEM CODE 06).
- 1.3.5.2.7. REPAIRS EXHAUST SYSTEM (SYSTEM CODE 07).
- 1.3.5.2.8. REPAIRS ELECTRICAL SYSTEM (SYSTEM CODES 08-10).
- 1.3.5.2.9. REPAIRS TRANSMISSION SYSTEM (SYSTEM CODES 11-14).
- 1.3.5.2.10. REPAIRS DRIVE LINE SYSTEM (SYSTEM CODE 15).
- 1.3.5.2.11. REPAIRS SUSPENSION SYSTEM (SYSTEM CODES 16-17).
- 1.3.5.2.12. REPAIRS WHEEL/TRACK SYSTEM (SYSTEM CODE 18).
- 1.3.5.2.13. REPAIRS STEERING SYSTEM (SYSTEM CODE 19).
- 1.3.5.2.14. REPAIRS BRAKE SYSTEM (SYSTEM CODE 20).
- 1.3.5.2.15. REPAIRS WARNING DEVICE SYSTEM (SYSTEM CODE 21).
- 1.3.5.2.16. REPAIRS AIR SYSTEM (SYSTEM CODE 22).
- 1.3.5.2.17. REPAIRS HYDRAULIC SYSTEM (SYSTEM CODE 23).
- 1.3.5.2.18. REPAIRS AIR CONDITIONER/HEATER/DEFROSTER SYSTEM (SYSTEM CODES 24-25).
- 1.3.5.2.19. REPAIRS WIPER/WASHER SYSTEM (SYSTEM CODE 26).
- 1.3.5.2.20. REPAIRS METER SYSTEM (SYSTEM CODE 27).
- 1.3.5.2.21. REPAIRS BODY SYSTEM (SYSTEM CODES 28-29).
- 1.3.5.2.22. REPAIRS TOWING DEVICE SYSTEM (SYSTEM CODE 31).
- 1.3.5.2.23. PERFORMS TUNE-UP (SYSTEM CODE 33).
- 1.3.5.2.24. REPAIRS DISTRIBUTING SYSTEM (SYSTEM CODE 38).
- 1.3.5.2.25. REPAIRS SWEEPER SYSTEM (SYSTEM CODE 39).

**1.3.5.2.26. REPAIRS CONSTRUCTION SYSTEM (SYSTEM CODE 40).**

**1.3.5.2.27. REPAIRS 463L/MHE (SYSTEM CODE 41).**

**1.3.5.2.28. REPAIRS BOOM SYSTEM (SYSTEM CODE 42).**

**1.3.5.2.29. PERFORMS OTHER MAINTENANCE (SYSTEM CODE 43).**

**1.3.6. PERFORMS INSPECTION.** Performs inspection IAW appropriate regulation and technical order.

**1.3.6.1. PERFORMS ANNUAL INSPECTION.**

**1.3.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.**

**1.3.7. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION.**  
Performs acceptance inspection for contract maintenance or warranty work.

**1.3.8. PERFORMS EMERGENCY ROAD SERVICE.** Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

**1.3.9. CLEANS MAINTENANCE AREA.** Cleans maintenance area during and after job.

**1.3.10. RETURNS TOOL, EQUIPMENT, UNUSED MATERIAL, AND/OR PART:**

**1.3.10.1. RETURNS TOOL.** When repair is completed, cleans and returns tool to tool crib, ITK, or shadow board and picks up temporary issue receipt or chit.

**1.3.10.2. RETURNS EQUIPMENT.** Cleans and returns special equipment and picks up temporary issue receipt or chit.

**1.3.10.3. RETURNS UNUSED MATERIAL AND/OR PART.** Returns unused or creditable material and/or part.

**1.3.11. DOCUMENTS COMPLETED WORK.** Documents vehicle and equipment work order to reflect all maintenance that was accomplished and researches part needed for delayed work order.

**1.3.12. ANNOTATES MINOR MAINTENANCE WORK ORDER.** Makes appropriate entry on minor maintenance work order.

**1.3.13. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT.** Picks up and delivers vehicle and/or equipment to and from the appropriate holding area depending on maintenance requirement.

**1.3.13.1. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT ON BASE.**

**1.3.13.2. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT OFF BASE.**

**1.3.14. RECOVERS/COLLECTS HAZARDOUS WASTE.** Recovers/collects hazardous waste and records daily capacity until maximum capacity is reached for each type of waste IAW EPA standard.

**1.4. PERFORMS REFUELING VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:**

**1.4.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:**

**1.4.1.1. REVIEWS VEHICLE AND/OR EQUIPMENT WORK ORDER.** Obtains vehicle and/or equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

**1.4.1.2. CONFIRMS DISCREPANCY.** Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment, confirms discrepancy on vehicle and/or equipment work order, and enters additional maintenance requirement found on work order.

**1.4.2. ASSIGNS WORK.** Assigns mechanic to perform service or repair based on skill and experience required.

**1.4.3. RESEARCHES TECHNICAL PUBLICATION:**

**1.4.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION.** Researches TO index to determine correct TO required to perform service or repair, obtains correct TO or applicable manual from file, and receipts for publication by annotating appropriate sign out record.

**1.4.3.2. IDENTIFIES TOOL, EQUIPMENT, MATERIAL, AND/OR PART.** Identifies, by use of technical publication, tool, equipment, material and/or part required to accomplish repair.

**1.4.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:**

**1.4.4.1. OBTAINS TOOL.** Obtains tool required to accomplish repair from tool crib, ITK, or shadow board and receipts for tool by temporary issue receipt or chit.

**1.4.4.2. OBTAINS EQUIPMENT.** Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

**1.4.4.3. OBTAINS MATERIAL FROM MATERIEL CONTROL.** Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

**1.4.5. PERFORMS REPAIR:**

**1.4.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT.** Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of sixty dollars or less.

**1.4.5.2. PERFORMS MAJOR MAINTENANCE.** Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, and tests major system and/or subsystem.

**1.4.5.2.1. REPAIRS ENGINE ASSEMBLY (SYSTEM CODE 01).**

**1.4.5.2.2. REPAIRS IGNITION SYSTEM (SYSTEM CODE 02).**

**1.4.5.2.3. REPAIRS EMISSION SYSTEM (SYSTEM CODE 03).**

**1.4.5.2.4. REPAIRS COOLANT SYSTEM (SYSTEM CODE 04).**

**1.4.5.2.5. REPAIRS FUEL SYSTEM (SYSTEM CODE 05).**

- 1.4.5.2.6. REPAIRS CHARGING SYSTEM (SYSTEM CODE 06).
- 1.4.5.2.7. REPAIRS EXHAUST SYSTEM (SYSTEM CODE 07).
- 1.4.5.2.8. REPAIRS ELECTRICAL SYSTEM (SYSTEM CODES 08-10).
- 1.4.5.2.9. REPAIRS TRANSMISSION SYSTEM (SYSTEM CODES 11-14).
- 1.4.5.2.10. REPAIRS DRIVE LINE SYSTEM (SYSTEM CODE 15).
- 1.4.5.2.11. REPAIRS SUSPENSION SYSTEM (SYSTEM CODES 16-17).
- 1.4.5.2.12. REPAIRS WHEEL/TRACK SYSTEM (SYSTEM CODE 18).
- 1.4.5.2.13. REPAIRS STEERING SYSTEM (SYSTEM CODE 19).
- 1.4.5.2.14. REPAIRS BRAKE SYSTEM (SYSTEM CODE 20).
- 1.4.5.2.15. REPAIRS WARNING DEVICE SYSTEM (SYSTEM CODE 21).
- 1.4.5.2.16. REPAIRS AIR SYSTEM (SYSTEM CODE 22).
- 1.4.5.2.17. REPAIRS HYDRAULIC SYSTEM (SYSTEM CODE 23).
- 1.4.5.2.18. REPAIRS AIR CONDITIONER/HEATER/DEFROSTER SYSTEM (SYSTEM CODES 24-25).
- 1.4.5.2.19. REPAIRS WIPER/WASHER SYSTEM (SYSTEM CODE 26).
- 1.4.5.2.20. REPAIRS METER SYSTEM (SYSTEM CODE 27).
- 1.4.5.2.21. REPAIRS BODY SYSTEM (SYSTEM CODES 28-29).
- 1.4.5.2.22. PERFORMS TUNE-UP (SYSTEM CODE 33).
- 1.4.5.2.23. REPAIRS FUEL SERVICING SYSTEM (SYSTEM CODE 36).
- 1.4.5.2.24. PERFORMS OTHER MAINTENANCE (SYSTEM CODE 43).
- 1.4.6. PERFORMS INSPECTION. Performs inspection IAW appropriate regulation and technical order.
- 1.4.6.1. PERFORMS ANNUAL INSPECTION.
- 1.4.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.
- 1.4.7. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION.  
Performs acceptance inspection for contract maintenance or warranty work.
- 1.4.8. PERFORMS EMERGENCY ROAD SERVICE. Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.
- 1.4.9. CLEANS MAINTENANCE AREA. Cleans maintenance area during and after job.



**1.4.10. RETURNS TOOL, EQUIPMENT, UNUSED MATERIAL, AND/OR PART:**

**1.4.10.1. RETURNS TOOL.** When repair is completed, cleans and returns tool to tool crib, ITK, or shadow board and picks up temporary issue receipt or chit.

**1.4.10.2. RETURNS EQUIPMENT.** Cleans and returns special equipment and picks up temporary issue receipt or chit.

**1.4.10.3. RETURNS UNUSED MATERIAL AND/OR PART.** Returns unused or creditable material and/or part.

**1.4.11. DOCUMENTS COMPLETED WORK.** Documents vehicle and equipment work order to reflect all maintenance accomplished and researches part needed for delayed work order.

**1.4.12. ANNOTATES MINOR MAINTENANCE WORK ORDER.** Makes appropriate entry on minor maintenance work order.

**1.4.13. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT.** Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

**1.4.13.1. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT ON BASE.**

**1.4.13.2. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT OFF BASE.**

**1.4.14. RECOVERS/COLLECTS HAZARDOUS WASTE.** Recovers/collects hazardous waste and records daily capacity until maximum capacity is reached for each type of waste IAW EPA standard.

**1.5. PERFORMS FIRE DEPARTMENT VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:**

**1.5.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:**

**1.5.1.1. REVIEWS VEHICLE AND/OR EQUIPMENT WORK ORDER.** Obtains vehicle and/or equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

**1.5.1.2. CONFIRMS DISCREPANCY.** Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment, confirms discrepancy on vehicle and/or equipment work order, and enters additional maintenance requirements found on work order.

**1.5.2. ASSIGNS WORK.** Assigns mechanic to perform service or repair based on skill and experience required.

**1.5.3. RESEARCHES TECHNICAL PUBLICATION:**

**1.5.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION.** Researches TO index to determine correct TO required to perform service or repair, obtains correct TO or applicable manual from file, and receipts for publication by annotating appropriate sign out record.

**1.5.3.2. IDENTIFIES TOOL, EQUIPMENT, MATERIAL AND/OR PART.** Identifies, by use of technical publication, tool, equipment, or material and/or part required to accomplish repair.

**1.5.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:**

**1.5.4.1. OBTAINS TOOL.** Obtains tool required to accomplish repair from tool crib, ITK, or shadow board and receipts for tool by temporary issue receipt or chit.

**1.5.4.2. OBTAINS EQUIPMENT.** Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

**1.5.4.3. OBTAINS MATERIAL FROM MATERIEL CONTROL.** Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

**1.5.5. PERFORMS REPAIR:**

**1.5.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT.** Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of sixty dollars or less.

**1.5.5.2. PERFORMS MAJOR MAINTENANCE.** Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, and tests major system and/or subsystem.

**1.5.5.2.1. REPAIRS ENGINE ASSEMBLY (SYSTEM CODE 01).**

**1.5.5.2.2. REPAIRS IGNITION SYSTEM (SYSTEM CODE 02).**

**1.5.5.2.3. REPAIRS EMISSION SYSTEM (SYSTEM CODE 03).**

**1.5.5.2.4. REPAIRS COOLANT SYSTEM (SYSTEM CODE 04).**

**1.5.5.2.5. REPAIRS FUEL SYSTEM (SYSTEM CODE 05).**

**1.5.5.2.6. REPAIRS CHARGING SYSTEM (SYSTEM CODE 06).**

**1.5.5.2.7. REPAIRS EXHAUST SYSTEM (SYSTEM CODE 07).**

**1.5.5.2.8. REPAIRS ELECTRICAL SYSTEM (SYSTEM CODES 08-10).**

**1.5.5.2.9. REPAIRS TRANSMISSION SYSTEM (SYSTEM CODES 11-14).**

**1.5.5.2.10. REPAIRS DRIVE LINE SYSTEM (SYSTEM CODE 15).**

**1.5.5.2.11. REPAIRS SUSPENSION (SYSTEM CODES 16-17).**

**1.5.5.2.12. REPAIRS WHEEL/TRACK SYSTEM (SYSTEM CODE 18).**

**1.5.5.2.13. REPAIRS STEERING SYSTEM (SYSTEM CODE 19).**

**1.5.5.2.14. REPAIRS BRAKE SYSTEM (SYSTEM CODE 20).**

**1.5.5.2.15. REPAIRS WARNING DEVICE SYSTEM (SYSTEM CODE 21).**

**1.5.5.2.16. REPAIRS AIR SYSTEM (SYSTEM CODE 22).**

**1.5.5.2.17. REPAIRS HYDRAULIC SYSTEM (SYSTEM CODE 23).**

**1.5.5.2.18. REPAIRS AIR CONDITIONER/HEATER/DEFROSTER SYSTEM (SYSTEM CODES 24-25).**

**1.5.5.2.19. REPAIRS WIPER/WASHER SYSTEM (SYSTEM CODE 26).**

**1.5.5.2.20. REPAIRS METER SYSTEM (SYSTEM CODE 27).**

**1.5.5.2.21. REPAIRS BODY SYSTEM (SYSTEM CODES 28-29).**

**1.5.5.2.22. PERFORMS TUNE-UP (SYSTEM CODE 33).**

**1.5.5.2.23. REPAIRS FIRE FIGHTING SYSTEM (SYSTEM CODE 37).**

**1.5.5.2.24. PERFORMS OTHER MAINTENANCE (SYSTEM CODE 43).**

**1.5.6. PERFORMS INSPECTION.** Performs inspection IAW appropriate regulation and technical order.

**1.5.6.1. PERFORMS ANNUAL INSPECTION.**

**1.5.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.**

**1.5.7. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION.** Performs acceptance inspection for contract maintenance or warranty work.

**1.5.8. PERFORMS EMERGENCY ROAD SERVICE.** Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

**1.5.9. CLEANS MAINTENANCE AREA.** Cleans maintenance area during and after job.

**1.5.10. RETURNS TOOL, EQUIPMENT, UNUSED MATERIAL, AND/OR PART:**

**1.5.10.1. RETURNS TOOL.** When repair is completed, cleans and returns tool to tool crib, ITK, or shadow board and picks up temporary issue receipt or chit.

**1.5.10.2. RETURNS EQUIPMENT.** Cleans and returns special equipment and picks up temporary issue receipt or chit.

**1.5.10.3. RETURNS UNUSED MATERIAL AND/OR PART.** Returns unused or creditable material and/or part.

**1.5.11. DOCUMENTS COMPLETED WORK.** Documents vehicle and equipment work order to reflect all maintenance accomplished and researches part needed for delayed work order.

**1.5.12. ANNOTATES MINOR MAINTENANCE WORK ORDER.** Makes appropriate entry on Minor Maintenance work order.

**1.5.13. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT.** Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

**1.5.14. RECOVERS/COLLECTS HAZARDOUS WASTE.** Recovers/collects hazardous waste and records daily capacity until maximum capacity is reached for each type of waste IAW EPA standard.

**1.6. PERFORMS NON-REGISTERED VEHICLE AND/OR EQUIPMENT MAINTENANCE AND REPAIR:**

**1.6.1. RECEIVES AND INSPECTS VEHICLE AND/OR EQUIPMENT:**

**1.6.1.1. REVIEWS VEHICLE AND/OR EQUIPMENT WORK ORDER.** Obtains vehicle and/or equipment work order from Maintenance Control technician and reviews to determine what service and/or repair work is required.

**1.6.1.2. CONFIRMS DISCREPANCY.** Performs visual, diagnostic, and/or road test inspection of vehicle and/or equipment, confirms discrepancy on vehicle and/or equipment work order, and enters additional maintenance requirement found on work order.

**1.6.2. ASSIGNS WORK.** Assigns mechanic to perform service or repair based on skill and experience required.

**1.6.3. RESEARCHES TECHNICAL PUBLICATION:**

**1.6.3.1. IDENTIFIES AND OBTAINS TECHNICAL PUBLICATION.** Researches TO index to determine correct TO required to perform service or repair, obtains correct TO or applicable manual from file, and receipts for publication by annotating appropriate sign out record.

**1.6.3.2. IDENTIFIES TOOL, EQUIPMENT, MATERIAL, AND/OR PART.** Identifies, by use of technical publication, tool, equipment, material, and/or part required to accomplish repair.

**1.6.4. OBTAINS TOOL, EQUIPMENT, AND MATERIAL:**

**1.6.4.1. OBTAINS TOOL.** Obtains tool required to accomplish repair from tool crib, ITK, or shadow board and receipts for tool by temporary issue receipt or chit.

**1.6.4.2. OBTAINS EQUIPMENT.** Obtains necessary special equipment required to accomplish repair and receipts for equipment by temporary issue receipt or chit.

**1.6.4.3. OBTAINS MATERIAL FROM MATERIEL CONTROL.** Hand-carries work order to Materiel Control or bench stock, requests and picks up material and/or part, and returns to work area.

**1.6.5. PERFORMS REPAIR:**

**1.6.5.1. PERFORMS MINOR MAINTENANCE AND/OR ADJUSTMENT.** Performs minor maintenance and/or adjustment requiring two direct labor hours or less and/or parts cost of sixty dollars or less.

**1.6.5.2. PERFORMS MAJOR MAINTENANCE.** Inspects, troubleshoots, removes, cleans, disassembles, repairs, reassembles, rebuilds, overhauls, or replaces, and tests major system and/or subsystem.

**1.6.5.2.1. REPAIRS ENGINE ASSEMBLY (SYSTEM CODE 01).**

- 1.6.5.2.2. REPAIRS IGNITION SYSTEM (SYSTEM CODE 02).
- 1.6.5.2.3. REPAIRS EMISSION SYSTEM (SYSTEM CODE 03).
- 1.6.5.2.4. REPAIRS COOLANT SYSTEM (SYSTEM CODE 04).
- 1.6.5.2.5. REPAIRS FUEL SYSTEM (SYSTEM CODE 05).
- 1.6.5.2.6. REPAIRS CHARGING SYSTEM (SYSTEM CODE 06).
- 1.6.5.2.7. REPAIRS EXHAUST SYSTEM (SYSTEM CODE 07).
- 1.6.5.2.8. REPAIRS ELECTRICAL SYSTEM (SYSTEM CODES 08-10).
- 1.6.5.2.9. REPAIRS TRANSMISSION SYSTEM (SYSTEM CODES 11-14).
- 1.6.5.2.10. REPAIRS DRIVE LINE SYSTEM (SYSTEM CODE 15).
- 1.6.5.2.11. REPAIRS SUSPENSION SYSTEM (SYSTEM CODES 16-17).
- 1.6.5.2.12. REPAIRS WHEEL/TRACK SYSTEM (SYSTEM CODE 18).
- 1.6.5.2.13. REPAIRS STEERING SYSTEM (SYSTEM CODE 19).
- 1.6.5.2.14. REPAIRS BRAKE SYSTEM (SYSTEM CODE 20).
- 1.6.5.2.15. REPAIRS WARNING DEVICE (SYSTEM CODE 21).
- 1.6.5.2.16. REPAIRS AIR SYSTEM (SYSTEM CODE 22).
- 1.6.5.2.17. REPAIRS HYDRAULIC SYSTEM (SYSTEM CODE 23).
- 1.6.5.2.18. REPAIRS AIR CONDITIONER/HEATER/DEFROSTER SYSTEM (SYSTEM CODES 24-25).
- 1.6.5.2.19. REPAIRS WIPER/WASHER SYSTEM (SYSTEM CODE 26).
- 1.6.5.2.20. REPAIRS METER SYSTEM (SYSTEM CODE 27).
- 1.6.5.2.21. REPAIRS BODY SYSTEM (SYSTEM CODES 28-29).
- 1.6.5.2.22. PERFORMS TUNE-UP (SYSTEM CODE 33).
- 1.6.5.2.23. REPAIRS FUEL SERVICING SYSTEM (SYSTEM CODE 36).
- 1.6.5.2.24. REPAIRS FIRE FIGHTING SYSTEM (SYSTEM CODE 37).
- 1.6.5.2.25. REPAIRS DISTRIBUTING SYSTEM (SYSTEM CODE 38).
- 1.6.5.2.26. REPAIRS SWEEPER SYSTEM (SYSTEM CODE 39).

**1.6.5.2.27. REPAIRS CONSTRUCTION SYSTEM (SYSTEM CODE 40).**

**1.6.5.2.28. REPAIRS 463L/MHE SYSTEM (SYSTEM CODE 41).**

**1.6.5.2.29. REPAIRS BOOM SYSTEM (SYSTEM CODE 42).**

**1.6.5.2.30. PERFORMS OTHER MAINTENANCE (SYSTEM CODE 43).**

**1.6.6. PERFORMS INSPECTION.** Performs inspection IAW appropriate regulation and technical order.

**1.6.6.1. PERFORMS ANNUAL INSPECTION.**

**1.6.6.2. PERFORMS SCHEDULED INSPECTION/LOF CHANGE.**

**1.6.7. PERFORMS CONTRACT MAINTENANCE/WARRANTY ACCEPTANCE INSPECTION.** Performs acceptance inspection for contract maintenance or warranty work.

**1.6.8. PERFORMS EMERGENCY ROAD SERVICE.** Performs minor repair and/or replaces minor part in disabled vehicle, provides wrecker service as required, and performs travel to and from disabled vehicle.

**1.6.9. CLEANS MAINTENANCE AREA.** Cleans maintenance area during and after job.

**1.6.10. RETURNS TOOL, EQUIPMENT, UNUSED MATERIAL, AND/OR PART:**

**1.6.10.1. RETURNS TOOL.** When repair is completed, cleans and returns tool to tool crib, ITK, or shadow board and picks up temporary issue receipt or chit.

**1.6.10.2. RETURNS EQUIPMENT.** Cleans and returns special equipment and picks up temporary issue receipt or chit.

**1.6.10.3. RETURNS UNUSED MATERIAL AND/OR PART.** Returns unused or creditable material and/or part.

**1.6.11. DOCUMENTS COMPLETED WORK.** Documents vehicle and equipment work order to reflect all maintenance accomplished and researches part needed for delayed work order.

**1.6.12. ANNOTATES MINOR MAINTENANCE WORK ORDER.** Makes appropriate entry on minor maintenance work order.

**1.6.13. PICKS UP AND DELIVERS VEHICLE AND/OR EQUIPMENT.** Picks up and delivers vehicle and/or equipment to and from appropriate holding area depending on maintenance requirement.

**1.6.14. RECOVERS/COLLECTS HAZARDOUS WASTE.** Recovers/collects hazardous waste and records daily capacity until maximum capacity is reached for each type of waste IAW EPA standard.

## **2. OPERATIONS:**

### **2.1. PERFORMS VEHICLE OPERATIONS:**

**2.1.1. MAINTAINS VEHICLE ACCOUNT.** Maintains current record on all command owned base registered vehicles. Updates Custodian Authorization/Customer Receipt Listing (CA/CRL) when vehicle is received or turned in, national stock number (NSN) or table of allowances (TA) change, and compares to old CA/CRL.

**2.1.2. MANAGES VEHICLE TRANSFER:**

**2.1.2.1. REVIEWS VISITING UNIT QUESTIONNAIRE.** Reviews deployment questionnaire submitted by visiting unit to determine required transportation support and coordinates with unit, as required, prior to arrival.

**2.1.2.2. ENSURES AVAILABILITY OF VEHICLE.**

**2.1.2.3. PERFORMS OPERATIONAL CHECK.** Performs operational check IAW applicable operator's inspection guide to ensure serviceability.

**2.1.2.4. FINALIZES VEHICLE REQUIREMENT LIST.** Finalizes vehicle requirement list with visiting unit representative.

**2.1.2.5. IN-BRIEFS UNIT REPRESENTATIVE.** In-briefs unit representative on local area policy and proper vehicular use.

**2.1.2.6. ISSUES VEHICLE FLEET:**

**2.1.2.6.1. ACCOMPANIES UNIT REPRESENTATIVE DURING PRE-INSPECTION OF VEHICLE FLEET.**

**2.1.2.6.2. DOCUMENTS TRANSFER OF VEHICLE FLEET.**

**2.1.2.6.3. TRANSFERS FLEET KEYS AND DOCUMENTS TO VISITING UNIT.**

**2.1.2.7. RECEIVES VEHICLE FLEET:**

**2.1.2.7.1. REVIEWS OPERATOR CARD.** Reviews operator card for proper documentation and discrepancy.

**2.1.2.7.2. INSPECTS VEHICLE FLEET.** Inspects each vehicle for cleanliness, damage, and proper servicing and accounts for mounted equipment.

**2.1.2.7.3. DOCUMENTS RECEIPT OF VEHICLE FLEET.**

**2.1.2.7.4. RECEIVES FLEET KEYS AND DOCUMENTS.** Verifies keys and documents are turned in for each vehicle and returns them to operations section board.

**2.1.3. MANAGES DISPATCH:**

**2.1.3.1. REVIEWS AND RECORDS REQUEST FOR TRANSPORTATION.** Reviews and records request for transportation on appropriate form, coordinates transportation request to avoid duplication, notifies vehicle operator of transportation requirement, and ensures driver is licensed and physically and mentally capable to operate vehicle.

**2.1.3.2. SCHEDULES OPERATION.** Schedules operation to ensure maximum use of U-Drive-It fleet.

**2.1.3.3. MAINTAINS DISPATCH RECORD.** Completes and maintains record of U-Drive-It vehicle dispatch.

**2.1.3.4. ISSUES TRIP PACKET.** Issues jack, spare tire, emergency supplies, and road map in trip packet when vehicle is dispatched off base.

**2.1.3.5. CHECKS INSPECTION GUIDE.** Checks operator inspection guide and trouble report.

**2.1.3.6. REPLACES OPERATOR'S INSPECTION GUIDE CARD.** Prepares operator's inspection guide card for first of month change in U-Drive-It fleet; transcribes deferred discrepancy from previous month inspection guide card to new card, and reports maintenance to Maintenance Control and Analysis (MC&A) technician.

**2.1.3.7. INVESTIGATES VEHICLE ABUSE/MISUSE.** Prepares vehicle abuse/misuse report, prepares draft letter of vehicle abuse/misuse, forwards to unit vehicle control officer (VCO), reviews VCO reply, and takes appropriate action.

**2.1.3.8. COORDINATES EMERGENCY SERVICE.** Coordinates emergency road service and ensures service is provided.

**2.1.3.9. MAINTAINS U-DRIVE-IT FLEET.** Ensures dispatch vehicle is serviceable, clean, inspected before issuance, and ensures operator maintenance is properly performed.

**2.1.3.10. VALIDATES AF FORM 15, UNITED STATES AIR FORCE INVOICE.** Validates completed AF Form 15 for emergency purchase.

## **2.2. PERFORMS FLEET MANAGEMENT:**

### **2.2.1. MANAGES VEHICLE CONTROL FUNCTION:**

**2.2.1.1. MAINTAINS VCO LIST.** Maintains current list of all unit VCOs and appointment file.

**2.2.1.2. MAINTAINS VEHICLE LIST.** Maintains current list of vehicles assigned to each unit VCO.

**2.2.1.3. PROVIDES UNIT ASSISTANCE.** Provides assistance to unit VCO as required via telephone or written correspondence.

### **2.2.1.4. CONDUCTS UNIT ASSISTANCE VISIT:**

**2.2.1.4.1. PREPARES FOR VISIT.** Prepares for visit by analyzing operation and maintenance cost per mile, utilization, fuel and oil consumption, vehicle rotation plan, trend data on accident, abuse and misuse cases, and analyzes vehicle inspection result.

#### **2.2.1.4.2. CONDUCTS VISIT.**

**2.2.1.4.3. DOCUMENTS VISIT.** Documents visit to include topic discussed and name of organizational participant and forwards copy to unit commander.

#### **2.2.1.4.4. CONDUCTS FOLLOW-UP VISIT.**



**2.2.1.4.5. DOCUMENTS FOLLOW-UP VISIT.** Documents follow-up visit to include topic discussed and name of organizational participant and forwards copy to unit commander.

**2.2.1.5. CONDUCTS TECHNICAL INSPECTION:**

**2.2.1.5.1. PREPARES FOR INSPECTION.** Prepares for inspection by obtaining required vehicle list and inspection checklist.

**2.2.1.5.2. CONDUCTS INSPECTION.** Inspects vehicles assigned to each unit.

**2.2.1.5.3. DOCUMENTS INSPECTION.** Documents inspection visit to each organization and forwards copy to unit commander.

**2.2.1.5.4. CONDUCTS FOLLOW-UP INSPECTION.**

**2.2.1.5.5. DOCUMENTS FOLLOW-UP INSPECTION.** Documents follow-up inspection visit and forwards copy to unit commander.

**2.2.1.6. REVIEWS AUXILIARY PARKING REQUEST.** Assists in preparation, reviews request for auxiliary parking for vehicle assigned to unit, and makes recommendation.

**2.2.1.7. CONDUCTS VCO TRAINING.** Conducts training for individual appointed as VCO and alternate VCO by unit.

**2.2.1.8. MAINTAINS VCO GUIDE.** Develops and maintains master vehicle control guide and provides a guide to each unit VCO.

**2.2.1.9. PREPARES FOR VCO MEETING:**

**2.2.1.9.1. PLANS FOR MEETING.** Collects information for meeting as prescribed by directive.

**2.2.1.9.2. CONDUCTS MEETING.** Conducts meeting and prepares and distributes minutes.

**2.2.2. PERFORMS FLEET ANALYSIS:**

**2.2.2.1. PERFORMS GENERAL FLEET ANALYSIS.** Analyzes, by vehicle type, trend data in vehicle operations and maintenance cost, fuel use, vehicle out of commission (VOC) rate, and identifies causative factor.

**2.2.2.2. PERFORMS AUTHORIZATION ANALYSIS.** Analyzes vehicle authorization request for permanent class B and C vehicle and conducts annual review of justification for vehicle dispatch.

**2.2.2.3. PERFORMS UTILIZATION ANALYSIS.** Performs semiannual evaluation of vehicle sizing alternatives using vehicle integrated management system data base of individual vehicle utilization to provide fleet management advantages and rotates vehicle as required.

**2.2.2.4. PERFORMS PRIORITY-BUY ANALYSIS.** Analyzes priority-buy alternative, develops package for vehicle authorization utilization board (VAUB), and submits package as approved by VAUB.

**2.2.2.5. CONDUCTS SPECIAL STUDY.** Collects, extracts, analyzes, compiles, and reviews vehicle operations and maintenance data for comparative study, report, or summary.

**2.2.3. INITIATES VEHICLE RENTAL REQUEST:**

**2.2.3.1. PREPARES AF FORM 9, REQUEST FOR PURCHASE.** Prepares AF Form 9 for either short- or long-term rental of vehicle.

**2.2.3.2. MAINTAINS REQUEST FOR PURCHASE LOG.** Maintains request for purchase log in numerical sequence and reason for initiation.

**2.2.3.3. OBTAINS APPROVAL.** Obtains approval from resource manager and Accounting and Finance Office (AFO), submits request for additional funds if necessary, and ensures AFO loads additional funds into project funds management record.

**2.2.3.4. FOLLOWS UP ON VEHICLE RENTAL REQUEST.** Follows-up with Contracting to ensure procurement of either long- or short-term rental vehicle.

**2.2.4. PREPARES AF FORM 1252, SERV-O-PLATE FOR FLEET.** Embosses blank serv-o-plate with vehicle static data information.

**2.2.5. PROCESSES OFF-BASE PURCHASE.** Processes off-base fuel or oil issue purchased with AF Form 1252 at non-ANG base.

**2.2.6. CONTROLS SF 149, U.S. GOVERNMENT NATIONAL CREDIT CARD:**

**2.2.6.1. ACQUIRES FORM.** Acquires SF 149 for installation requirement.

**2.2.6.2. ISSUES SF 149 TO USER.**

**2.2.6.3. MAINTAINS REGISTER.** Maintains credit card register on issuance of SF 149.

**2.2.6.4. PROVIDES GUIDANCE.** Prepares and provides guidance to user of SF 149.

**2.2.6.5. CONDUCTS REVIEW.** Conducts review of control document, credit card register, and physical inventory of SF 149 semiannually.

**2.2.7. PROCESSES DELIVERY TICKET:**

**2.2.7.1. REVIEWS ONIONSKIN COPY.** Reviews onionskin copy of charge slip for accuracy and correctness.

**2.2.7.2. INVESTIGATES PURCHASE.** Takes necessary action to investigate questionable purchase.

**2.2.7.3. POSTS DELIVERY TICKET.** Posts delivery ticket on AF Form 616, Request and Authority to Cite Funds.

**2.2.7.4. PREPARES AF FORM 1994, FUELS ISSUE/DEFUEL DOCUMENT.** Prepares AF Form 1994 by transcribing vendor invoice number, quantity, fuel type, price, date, Department of Defense Activity Account Code, unit code, vehicle registration number, and signs.

**2.2.7.5. FORWARDS COMMERCIAL FUELS PURCHASE "1GC" TRANSACTION FORM TO AFO.** Forwards onionskin of transaction form, with copy of AF Form 1994 attached, to AFO.

**2.2.7.6. VERIFIES VENDOR STATEMENT.** Reviews and matches vendor onionskin copy to vendor statement for accuracy, computes tax and subtracts from total if applicable, stamps vendor statement with certification of receipt, and forwards vendor statement to AFO.

**2.2.7.7. MAINTAINS FILE.** Maintains file for AF Form 1994 and vendor onionskin, and files copy of vendor invoice with onionskin attached to AF Form 1994 in suspense file.

**2.2.7.8. ISSUES SF 1094, U.S. TAX EXEMPTION CERTIFICATE.** Issues SF 1094 when tax exceeds ten dollars and certifies tax exemption to vendor.

**2.2.7.9. NOTIFIES CONTRACTOR.** Notifies contractor in writing when invoice is not received within 90 days from delivery ticket date.

**2.2.7.10. NOTIFIES AFO.** Notifies AFO in writing when invoice is not received from contractor after 120 days from delivery ticket date.

**2.2.7.11. RESOLVES DISCREPANCY.** Resolves contractor invoice discrepancy in writing.

### **2.3. PREPARES FOR VAUB MEETING:**

**2.3.1. PREPARES FOR MEETING.** Schedules meeting. Prepares and maintains priority vehicle recall list and priority maintenance list.

**2.3.2. ATTENDS MEETING.** Provides technical advice at VAUB meeting.

**2.3.3. DOCUMENTS MEETING.** Documents, prepares, and distributes minutes. Follows up on results of meeting.

### **2.4. MANAGES DRIVER EVALUATION PROGRAM:**

**2.4.1. MAINTAINS LESSON PLAN.** Develops and maintains lesson plan for training operator of special purpose vehicle.

**2.4.2. SCHEDULES TRAINING CLASS.** Coordinates with training office for classroom. Coordinates with organization by phone, in person, or by processing AF Form 171, Request for Driver Training. Prepares input for squadron information bulletin, schedules date and time for training, and sets up video training equipment.

#### **2.4.3. CONDUCTS OPERATOR TRAINING CLASS.**

**2.4.4. OBTAINS PERSONNEL INFORMATION.** Obtains personnel data using AF Form 171 or locally developed form for input into Automated License Program.

**2.4.5. PREPARES INITIAL LICENSE FORM.** Prepares initial license form and prints license.

**2.4.6. PREPARES REPLACEMENT LICENSE FORM.** Prepares replacement license form for lost or stolen card.

**2.4.7. UPDATES DRIVER'S RECORD:**

**2.4.7.1. INPUTS CHANGE.** Inputs change of rank, organization, or new qualification in driver record on automated license program.

**2.4.7.2. PREPARES NEW LICENSE FORM.** Prepares new license form and prints license.

**2.4.8. PROCESSES INDIVIDUAL PERMANENT CHANGE OF STATION (PCS) FILE.** Processes file for individual going PCS. Prints document and listing for individual's PCS package.

**2.4.9. PREPARES LISTING.** Prepares listing of organizational qualification and driver qualified to operate a specific vehicle.

**2.4.10. MAINTAINS COMPUTER PROGRAM.** Maintains driver evaluation computer program by adding or deleting management code and sorting data file.

**2.4.10.1. INPUTS PROGRAM CHANGE.**

**2.4.10.2. PREPARES BACKUP DISK.**

**2.5. PERFORMS VEHICLE ACCIDENT INVESTIGATION:****2.5.1. ASSISTS IN COMPLETION OF REQUIRED ACCIDENT FORM:**

**2.5.1.1. ASSISTS OPERATOR.** Assists vehicle operator in completion of SF 91, Operators Report of Motor Vehicle Accident, and DD Form 518, Operator Accident Identification Card.

**2.5.1.2. ASSISTS LOCAL AUTHORITY.** Assists Security Police, Ground Safety, and/or local authority in on-scene accident investigation.

**2.5.2. REVIEWS ACCIDENT REPORT:**

**2.5.2.1. REVIEWS VEHICLE AND EQUIPMENT ACCIDENT WORK ORDER.** Reviews AF Form 1823, Vehicle and Equipment Work Order to ensure identification of accident repair cost.

**2.5.2.2. REVIEWS UNIFORM POLICE TRAFFIC COLLISION REPORT.** Reviews uniform police traffic collision report for information and accuracy.

**2.5.2.3. INITIATES AN ACCIDENT CASE FILE IN COMPUTER ASSISTED TRANSPORTATION SYSTEM (CATS).** Initiates an accident case file in CATS and prepares initial accident notification letter.

**2.5.2.4. NOTIFIES ORGANIZATION COMMANDER.** Notifies vehicle operator's organization commander to investigate accident to determine cause and possible prevention.

**2.5.2.5. REVIEWS ACCIDENT OR COMPLAINT REPORT.** Reviews accident or complaint report to determine if there is vehicle abuse or misuse involved and takes proper follow-up action.

**2.5.3. PREPARES AF FORM 20, REPAIR COST AND REPARABLE VALUE STATEMENT.** Contacts base photographer to photograph damage, contacts Staff Judge Advocate to ensure legal sufficiency, prepares AF Form 20, and releases vehicle for repair to MC&A.

**2.5.4. SUBMITS INPUT TO REPORT.** Submits input to report for commander's determination of cause and placement of liability.

**2.5.5. MAINTAINS FILE:**

**2.5.5.1. MAINTAINS SUSPENSE FILE.** Maintains suspense file on accident investigation in progress.

**2.5.5.2. FILES ACCIDENT REPORT.** Reviews and files completed accident, abuse, and misuse report, and forwards file to appropriate authority, as required, for further action.

**2.6. PERFORMS PASSENGER/CARGO SERVICE:**

**2.6.1. PERFORMS TRANSPORTATION SERVICE.** Reviews and records request for transportation, ensures request is recorded on dispatch log, operates passenger and cargo-carrying vehicle to accomplish authorized transportation of personnel and cargo, proceeds to destination and returns. Returns vehicle to parking area, and records trip.

**2.6.2. PROVIDES VEHICLE SUPPORT.** Prepositions and retrieves vehicle in support of transient aircrew. Cleans and services vehicle.

**2.6.3. TRANSPORTS VEHICLE TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO).** Prepares turn-in documentation and transports vehicle to DRMO.

**3. MATERIEL CONTROL:**

**3.1. REQUISITIONS PART:**

**3.1.1. RESEARCHES SOURCE OF SUPPLY INFORMATION.** Researches source of supply information to determine NSN or part number, proper nomenclature, quantity required, TO figure and index, urgency of need designator, force activity designator management code, make and model of vehicle, and source code when available.

**3.1.2. ORDERS PART:**

**3.1.2.1. ORDERS PART THROUGH BLANKET PURCHASE AGREEMENT (BPA).** Orders part through BPA for non-stocked or out-of-stock part when vehicle deadline for parts (VDP) time or work stoppage condition would occur, and obtains approval from vehicle maintenance superintendent (VMS).

**3.1.2.2. ORDERS PART THROUGH BASE SUPPLY.** Orders part through base supply, if applicable, and documents action via issue or turn-in request or supply control log.

**3.1.2.3. PREPARES DD FORM 1348-6.** Issues and processes non-NSN requisition form for local purchase and forwards form to procurement.

**3.1.2.4. PROCESSES LOCAL MANUFACTURE REQUEST.** Processes local manufacture request, AF Form 9, if item is not stock listed and excessive VDP time would be required and item is available through a commercial source.

**3.1.2.5. RESOLVES SUPPLY DIFFICULTY.** Provides follow-up assistance on supply difficulty action and coordinates action with Base Supply, local vendor, contracting, and/or item manager.

**3.1.3. RECEIVES PART FROM SUPPLY:**

**3.1.3.1. RECEIPTS FOR PART.** Signs receipt for part, verifies part against suspense file to ensure correct part, annotates suspense control card, and stores part for deferred maintenance as required.

**3.1.3.2. VERIFIES PART TRANSACTION.** Checks daily document register (DO4) for issue transaction or part status and verifies validity of work order number, accuracy of unit of issue, and cost.

**3.1.3.3. PICKS UP/RETURNS PART.** Picks up/returns part from source.

**3.1.4. ISSUES PART.** Issues part for scheduled and unscheduled maintenance.

**3.2. RECONCILES PART TO DELAYED WORK ORDER.** Performs monthly reconciliation of parts on order to delayed work order and delayed parts received and follows up on discrepancy.

**3.3. PROCESSES TURN-IN.** Processes accountable item turn-in of maintenance excess, serviceable, repairable, condemned item, or hazardous material.

**3.4. MAINTAINS STOCK LISTING:**

**3.4.1. MAINTAINS PARTS STOCK LISTING.** Maintains stock listing by ensuring required microfiche card is on file.

**3.4.2. MAINTAINS DUE-IN FROM MAINTENANCE LISTING (DIFM) (R26).** Reviews DIFM listing (R26), coordinates with supply DIFM monitor on status, and prepares item for turn-in.

**3.5. REVIEWS MISSION CAPABILITY (MICAP) AND VDP SUPPLY LISTING, PRIORITY MONITOR REPORT (D18):**

**3.5.1. REVIEWS D18.** Reviews D18, notifies Base Supply if MICAP or VDP part does not appear on supply listing or does not have a due-in date one day after need has been levied, determines cause, and corrects it.

**3.5.2. POSTS PART STATUS.** Posts part status to status board and updates status as changes occur.

**3.5.3. COORDINATES WITH VMS.** Coordinates with superintendent on MICAP and VDP condition.

**3.5.4. PROVIDES FOLLOW-UP ACTION.** Provides follow-up on supply difficulty action and coordinates action with Base Supply as necessary.

**3.6. PROCESSES REPAIR CYCLE ASSET.** Prepares AF Form 9 as required to repair part prior to turn-in and processes repair cycle asset (DIFM item) IAW applicable directive.

**3.7. CANCELS PART REQUIREMENT.** Checks for part on-hand or on order against vehicle to be redistributed or transferred, cancels due-out, turns in part on-hand (if credit is given), or moves to work order residue.

**3.8. PERFORMS BPA ACTION:**

**3.8.1. INITIATES REQUEST FOR BPA.** Initiates AF Form 9 for VMS to sign specifying fund requirement and forwards it through channels to the Contracting office.

**3.8.2. MONITORS BPA ACTION:**

**3.8.2.1. REVIEWS BPA CONTRACT.** Reviews BPA contract to become familiar with obligation of both the government and contractor.

**3.8.2.2. MONITORS BPA OPERATION.** Monitors BPA operation for compliance with provision of contract to ensure satisfactory performance of contractor.

**3.8.3. NOTIFIES VMS.** Notifies VMS of BPA related problem as it develops.

**3.8.4. MAINTAINS PERSONNEL LIST.** Maintains a list of personnel authorized to request or sign for item from BPA.

**3.8.5. MAINTAINS BPA FUND STATUS:**

**3.8.5.1. MAINTAINS BPA PURCHASE LOG.** Maintains AF Form 616 of BPA fund expenditure and notifies VMS when 85 percent of BPA funds have been obligated.

**3.8.5.2. RECONCILES BPA ACCOUNT.** Reconciles BPA account with AFO each month.

**3.8.5.3. REVIEWS BPA PURCHASE.** Reviews BPA purchase with Base Supply for possible supply stockage.

**3.8.5.4. MONITORS BPA CALL.** Monitors BPA call and provides contracting office with total dollar amount and total number of BPA calls made each month.

**3.8.6. OBTAINS PART FROM BPA SOURCE.** Obtains part from BPA source, verifies part is correct, and signs sales slip.

**3.8.7. PROCESSES SALES SLIP.** Screens copy two of sales slip to ensure applicable item has been entered, verifies discount has been figured accurately, ensures sales slip is numbered consecutively by call number, including copy of voided slip, and distributes copy.

**3.9. MAINTAINS BENCH STOCK:**

**3.9.1. PERFORMS BENCH STOCK REVIEW.** Requests adding, changing, or deleting item on master list of authorized bench stock, and coordinates with superintendent and supply bench stock support unit.

**3.9.2. MONITORS SPECIAL LEVEL REQUEST.** Initiates documentation requesting special level, maintains suspense file and initiates follow-up action when required, maintains file copy of approved request, and reevaluates rejected request.

**3.9.3. PERFORMS ANNUAL REVIEW OF SPECIAL LEVEL REQUEST FILE.**

**3.10. MONITORS WORK ORDER RESIDUE.** Prepares bin and item label and sends to DRMO or Base Supply if not used in 12 months.

**3.11. COMPLIES WITH TIME COMPLIANCE TECHNICAL ORDER (TCTO) REQUIREMENT:**

**3.11.1. PROCESSES TCTO KIT REQUISITION.** Processes TCTO kit requisition and furnishes Maintenance Control technician with copy of TCTO request when kit is ordered.

**3.11.2. COORDINATES WITH BASE SUPPLY.** Coordinates TCTO kit availability and disposition with Base Supply.

**3.11.3. RECEIPTS FOR TCTO KIT.** Receipts for TCTO kit from Base Supply and issues to Vehicle Maintenance section.

**3.11.4. MAINTAINS STATUS BOARD.** Maintains status board of outstanding TCTO.

**3.12. MONITORS TOOL KIT:**

**3.12.1. MAINTAINS MASTER TOOL KIT LIST.**

**3.12.2. MAINTAINS SEPARATE DRMO HOLDING AREA FOR CONDEMNED HAND TOOL.**

**3.12.3. MAINTAINS TOOL KIT:**

**3.12.3.1. MAINTAINS ACCOUNTABILITY.** Maintains accountability in custody receipt folder, monitors change, and updates tool kit.

**3.12.3.2. PERFORMS INVENTORY.** Performs periodic inventory of tool kit, performs inventory when an individual is transferred or when tool kit is no longer required, accounts for shortage, and maintains custody receipt for each tool kit.

**3.13. MAINTAINS TOOL CRIB:**

**3.13.1. MAINTAINS MASTER TOOL CRIB LIST.** Develops and maintains master tool crib list.

**3.13.2. MAINTAINS TOOL CRIB AND SHADOW BOARD.**

**3.13.3. PERFORMS DAILY INVENTORY.** Performs daily tool check to ensure proper accountability.

**3.13.4. PERFORMS ANNUAL INVENTORY.** Performs complete inventory annually or whenever tool room custodian changes.

**3.13.5. ISSUES TOOL.** Issues tool on temporary issue receipt or by chit, creates temporary issue suspense, receives tool and inspects for serviceable condition, removes temporary issue receipt from suspense file or chit from



rack and returns to individual, returns tool to assigned location in tool crib, and maintains temporary issue suspense file to ensure tool is returned.

**3.13.6. MAINTAINS PRECISION MEASUREMENT EQUIPMENT (PME).** Monitors schedule for PME calibration and certification, maintains PME status board for equipment requiring calibration or certification, and turns in PME.

**3.13.7. REVIEWS TA.** Performs monthly review of TA and other source document for equipment authorization.

**3.14. PERFORMS GROUND FUEL SUPPORT:**

**3.14.1. ORDERS FUEL.** Orders fuel and submits documentation to contracting office through host base Supply/Fuels Management.

**3.14.2. RECEIVES FUEL.** Closes and blocks off station, verifies vendor bill against amount ordered, checks seal dump valve and manhole cover on truck, sticks tank, monitors off-loading of fuel, reads pump meter, sign vendor receipt, and resticks tank after fuel drop, completes appropriate form, and forwards to action office.

**3.14.3. SORTS FUEL DELIVERY TICKET.** Sorts fuel delivery ticket by organization to determine reimbursement and forwards to AFO.

**3.14.4. ISSUES PRODUCT.** Monitors fuel and oil dispensing, assists vehicle operator in documentation of issue, and secures station.

**3.14.5. PERFORMS INVENTORY OF PRODUCT:**

**3.14.5.1. MEASURES PRODUCT.** Measures content of ground fuel dispensing storage tank, checks for water, and reads pump meter each day station is open.

**3.14.5.2. PROCESSES INVENTORY DOCUMENT.** Computes daily issue and receipt, completes inventory document AF Form 500, Daily and Weekly Fuel Record, and submits paperwork to action office each day station is open.

**3.14.5.3. VERIFIES TRANSACTION.** Checks daily document register (DO4) to verify fuel issue transaction.

**3.14.6. PERFORMS OPERATION INSPECTION AND PREVENTIVE MAINTENANCE.** Ensures pump is operable and calibrated once a year.

**3.14.7. BRIEFS VISITING UNIT'S GROUND FUEL ATTENDANT.** Briefs visiting unit's ground fuel attendant on local fuel control and servicing procedure and policy.

**3.15. MONITORS STORAGE AND TEMPORARY DISPOSITION OF HAZARDOUS/RECOVERABLE WASTE:**

**3.15.1. COORDINATES WITH SUPERINTENDENT.** Coordinates with superintendent on problem that arises with hazardous waste/ recoverable material.

**3.15.2. PREPARES FOR DISPOSAL.** Prepares for disposal and completes necessary documentation for turn-in and accounting of hazardous waste.

**3.15.3. DETERMINES PERCENTAGE OF CONTENT.** Determines percentage of contaminate within content of hazardous waste.

**3.15.4. CONDUCTS FOLLOW-UP ACTION.** Conducts follow-up action if hazardous/recoverable waste has not been disposed of within time allowed.

**3.16. MANAGES MATERIAL SAFETY DATA SHEETS (MSDS) PROGRAM.** Assures a MSDS is on file for substance identified as hazardous material used in work center and maintains file and inventory list.

#### **4. VISITING UNIT SUPPORT:**

##### **4.1. SITE SURVEY:**

**4.1.1. PROVIDES TRANSPORTATION FOR SITE SURVEY TEAM.** Prepositions vehicle, obtains receipt for sign-out/return, returns vehicle to compound, cleans, inspects, and services vehicle.

##### **4.1.2. ATTENDS IN-BRIEF:**

**4.1.2.1. ATTENDS COMMAND SECTION IN-BRIEF.** Attends command section in-brief with survey team and Combat Readiness Training Center (CRTC) section chief.

**4.1.2.2. ATTENDS SECTION CHIEF IN-BRIEF.** Attends in-brief with CRTC section chief and the counterpart from visiting unit.

**4.1.3. PERFORMS SITE SURVEY OF VEHICLE MAINTENANCE/OPERATIONS.** Performs site survey and discusses requirement of visiting unit.

**4.2. REVIEWS VEHICLE MAINTENANCE QUESTIONNAIRE.** Reviews deployment questionnaire submitted by visiting unit to determine required support by appropriate vehicle maintenance function, forwards questionnaire to appropriate section, and coordinates with unit as required prior to arrival.

##### **4.3. TRANSFERS BUILDING/MAINTENANCE AREA:**

**4.3.1. ISSUES BUILDING/MAINTENANCE AREA.** Accomplishes arrival inventory, provides safety briefing to unit representative, and issues building/maintenance area to visiting unit.

**4.3.2. RECEIVES BUILDING.** Accomplishes departure inventory, notifies appropriate office of discrepancy noted or repair needed, and receipts for building.

**4.4. PROVIDES ASSISTANCE.** Provides technical assistance and material to visiting unit upon request.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

